



**CITY OF APOPKA  
ENGINEERING DIVISION  
PHONE – 407-703-1718 / FAX – 407-703-1791**

**APPLICATION FOR  
CONCURRENCY VERIFICATION LETTER**

**DATE SUBMITTED:** \_\_\_\_\_

**\*FEE PAID:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**1. APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**2. OWNER INFORMATION (Provide information on all owners)**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

**3. PROPERTY ADDRESS/LOCATION (Attach legal description and a survey or sketch)**

\_\_\_\_\_  
\_\_\_\_\_

**4. TAX/PARCEL ID NUMBER(S) OF PROPERTY** \_\_\_\_\_

\_\_\_\_\_

**5. PROPERTY ACQUISITION DATE OR PURCHASE CONTRACT/OPTION DATE**

**(Attach copy of deed or contract)** \_\_\_\_\_

**6. PROPOSED USE(S) FOR LAND USE CATEGORY, SQUARE FEET, AND NUMBER OF UNITS, AS APPLICABLE**

\_\_\_\_\_  
\_\_\_\_\_

**7. EXISTING USE OF PROPERTY** \_\_\_\_\_

**\* NO FEE REQUIRED IF SUBMITTED IN CONJUNCTION WITH A DEVELOPMENT PLAN APPLICATION**

**CONCURRENCY VERIFICATION LETTER APPLICATION, PAGE TWO**

8. **ACREAGE OF PROPERTY** \_\_\_\_\_

9. **SITE DESIGN INFORMATION as required** \_\_\_\_\_

10. **ANALYSIS OF IMPACT ON EACH SERVICE:**

**WATER** \_\_\_\_\_

**SEWER** \_\_\_\_\_

**\*\* ROADS** \_\_\_\_\_

**SOLID WASTE** \_\_\_\_\_

**RECREATION** \_\_\_\_\_

\*\*Refer to appendix (Traffic Allocation Instructions)

**CERTIFICATION AND SIGNATURE**

I hereby certify that the information provided in the submitted application is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner(s) Signature(s)

\_\_\_\_\_  
Print Name Legibly

\_\_\_\_\_  
Print Name(s) Legibly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Commission No. \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**A CONCURRENCY VERIFICATION LETTER IS A "SNAPSHOT" OF AVAILABLE CAPACITY FOR EACH PUBLIC FACILITY AT THE TIME THE LETTER IS ISSUED AND DOES NOT GUARANTEE CAPACITY IN THE FUTURE OR ENCUMBER CAPACITY FOR ANY PERIOD OF TIME.**

## APOPKA CONCURRENCY MANAGEMENT SYSTEM TRAFFIC ALLOCATION

### Instructions to Applicants

The latest edition of the Institute of Transportation Engineers (ITE) Trip General Manual should be used in order to complete the attached form. Use ITE equations rather than rates, when estimating trip generation. Average trip rates may be used if a regression equation is not available. List all land uses representing the development. Each land use has to be observed independent from any other one. The total development Average Daily Trips (ADT) would be the addition of all the individual land uses ADT.

There are four categories by which a project development is classified:

- A. De-minimus or projects with a total of ADT<20
- B. Projects with a total ADT <400
- C. Projects with a total ADT >400
- D. Projects with a total ADT >1000

Developments that fall into categories A and B are only required to complete the attached form (Steps 1 through 6).

Developments that belong to Category C are required to complete the entire attached form and to submit a Traffic Impact Study (TIS) which has to be conducted by a pre-approved transportation professional.

Developments that fall into Category D are required to complete the entire attached form and to have a computer traffic model analysis.

The following are the steps that applicants have to follow in order to complete the attached form:

1. Provide Development name.
2. Provide Development street location.
3. Provide Development size.
4. For each land use, list the code, daily rate, ADT, PM peak-hour rate, and PM peak-hour trips according to the latest edition of the ITE Trip Generation Manual. The next step is to adjust the generated PM peak-hour trips for those land uses that have passerby trips. The primary PM peak-hour trips would be the new PM peak-hour generated traffic for each land use. Then applying to ITE enter/exit distribution percentages during the PM peak-hour; calculate the PM peak-hour inbound and out-bound traffic for each land use.
5. Provide a Site Access Map showing the development location and all access driveways to the surrounding roadway segments.
6. Referring to the total generated ADT from the table in Step #4, circle the matching category that your ADT belongs to.

7. Developments that have generated more than 400 ADT are required to complete this final step. Applicants have to obtain the latest available capacity listings of each CMS roadway segment from the Engineering Division of the Community Development Department.

Distribute entering and existing trips to concurrency management system roadway segments in the vicinity of the project. New project trip loadings must be impacting surrounding roadway segments only within each new project's one-mile radius.

Provide the PM peak-hour directional and daily new project trips on each roadway segment impacting from the project site until the directional project loading exceeds the one-mile radius of the new project.

PM peak-hour directional new project trip loadings must be shown for all roadways on which project trips fall within its one-mile radius. Display the PM peak-hour directional project trip distribution on the enclosed roadway map. Describe in detail and justify all assumptions used in project trip assignment procedures.

8. Developments that have generated more than 1000 ADT are required to complete steps 1-7 and have a computer traffic model analysis. The impacted surrounding roadway segments will be analyzed at a minimum of a two-mile radius. A traffic methodology meeting to discuss assumptions and procedures should be scheduled prior to conducting any analysis.

# APOPKA

## TRAFFIC ALLOCATION FORM

1. Development Name: \_\_\_\_\_

2. Development Location: \_\_\_\_\_  
 \_\_\_\_\_

3. Development Size: \_\_\_\_\_

4. Trip Generation:

				PM Peak-Hour Trips				
Land Use Code	ITE Daily Rate	ADT	ITE Peak Hour Rate	Total	Primary	Pass-By	Inbound (Net)	Outbound (Net)
<b>Total:</b>								

5. Draw a representation sketch on the following page showing the site and all the access driveways leading onto the adjacent segments.

6. Based on the total ADT from the table above (step #4), circle the appropriate ADT category:

- A. De-minimus or <20 ADT      B. <400 ADT      C. >400 ADT      D. >1000 ADT

7. If A or B was circled, STOP HERE. Otherwise, use the enclosed roadway map to display the development's P.M. Peak-Hour allocated trips on all impacted CMS roadway segments.

-----  
 Staff Review/Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

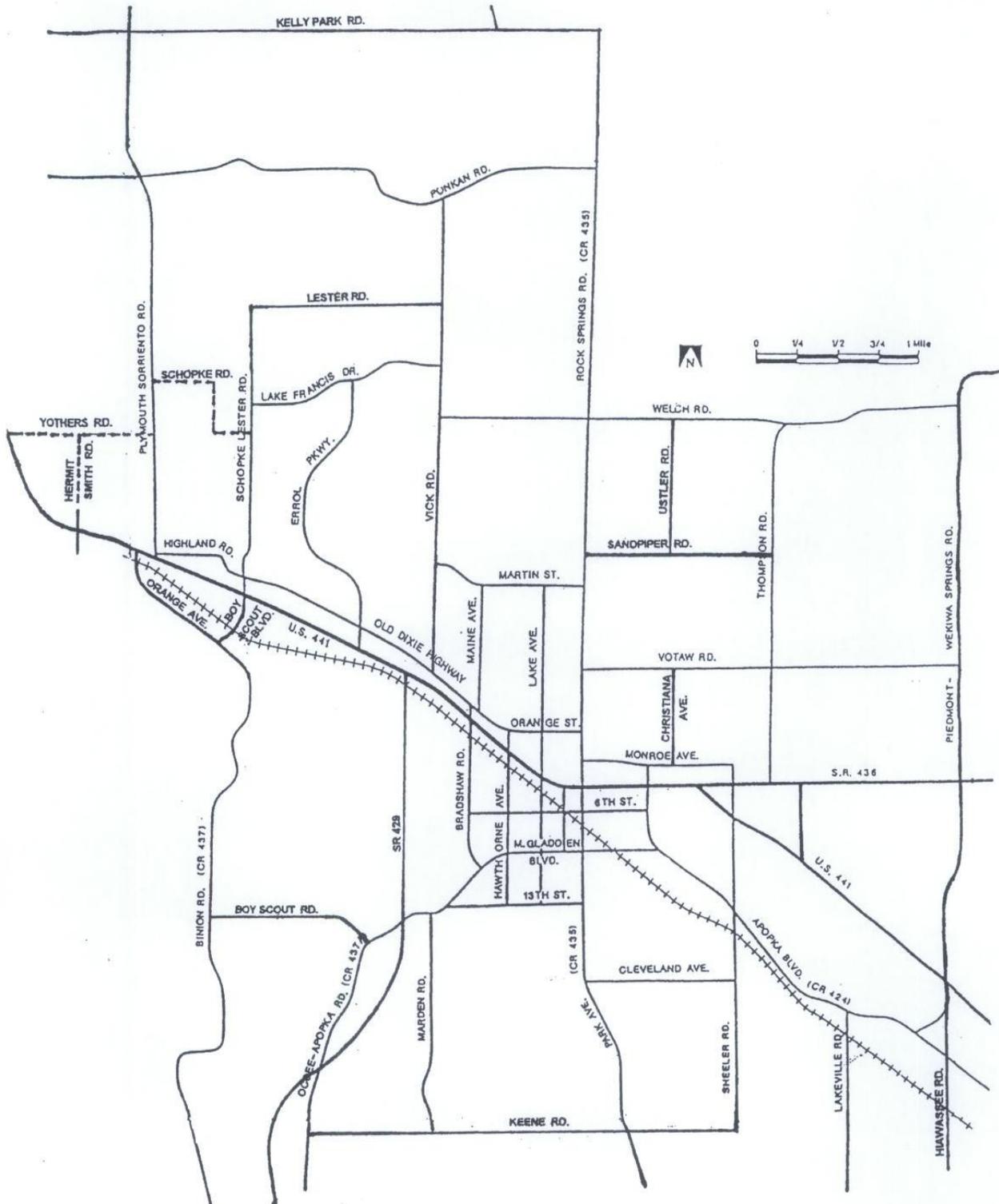
**APOPKA  
CONCURRENCY MANAGEMENT SYSTEM**

---

**Traffic Allocation**

---

**5. (Site Sketch)**



**Apopka Concurrency Management System**  
**Roadway Map**  
**INFORMATION ONLY**

**City Of Apopka Code of Ordinances**  
**Part III – Land Development Code**  
**Article VI - Development Design and Improvement Standards**  
**Section 6.02.00 – Transportation Systems**

**6.02.04. - Traffic impact analysis.**

- A. Each new development creates an impact on the transportation network. In order for new growth to contribute to the cost of transportation improvements, impact fees have been developed as a means of partial funding.
- B. In order to properly assess the impact of a new development in terms of needed improvements exclusive of those for which transportation impact fees apply, each new development which generates independently or cumulatively 100 or more peak-hour trips or 1,000 daily vehicle trip ends or at the discretion of the DRC based on significant transportation related impacts of the proposed development shall be required to submit a transportation impact analysis (TIA).
- C. Traffic generating development, trip end, and trip generation are defined as follows:
  - 1. *Traffic generating development:* Land development designed or intended to permit a use of the land which will contain more dwelling units or floor space than the existing use of land, or to otherwise change the use of the land in a manner that increases the generation of vehicular traffic.
  - 2. *Trip end:* A one-way movement of vehicular travel from an origin (one trip end) to a destination (the other trip end). For the purposes of this requirement, trip shall have the meaning which it has in commonly accepted traffic engineering practice.
  - 3. *Trip generation:* The attraction or production of trips caused by a given type of land development as documented in the current Institute of Transportation Engineers (ITE) "Trip Generation" publication.
- D. The TIA is to identify transportation-related impacts on the roadway that are likely to be generated by a specific proposed development because of type, size, density, trip generation or location. The TIA will identify access improvements, near-site improvements and on-site improvements. These improvements are defined as follows:
  - 1. *Access improvements.* Road improvements necessary to provide safe and adequate ingress and egress and for efficient operations. Access improvements include, but are not limited to, the following:
    - a. Rights-of-way and easements;
    - b. Left and right turn lanes;
    - c. Acceleration and deceleration lanes;
    - d. Traffic control devices, signage, and markings; and
    - e. Drainage and utilities as they relate to transportation improvements.
  - 2. *Near-site improvements.* Off-site or near-site road improvements may be required in addition to impact fees to satisfy concurrency requirements. However, there shall be a rebuttal presumption that a left turn lane shall be required for all residential and nonresidential developments unless waived by the city council.
  - 3. *On-site improvements.* Road improvements located within the boundaries of the specific parcel proposed for development and road improvements which provide direct access (turn lane, taper, signalization, etc.) and right-of-way dedication are deemed to be totally the responsible [responsibility] of the developer and exclusive of the transportation impact fee.

4. [Traffic signals.] Optical communications (3-M) devices shall be installed at all intersections requiring signaling devices for traffic control and to accommodate emergency vehicle responses. The terms and agreement of the installation of the devices are the responsibility of the developer and/or part of the transportation network and shall be coordinated through the City of Apopka fire department.
- E. The TIA shall be prepared by a qualified transportation planner or professional engineer, pursuant to an accepted methodology of transportation planning and engineering. The expense of preparing the TIA is to be borne solely by the owner/developer. The TIA shall be reviewed for accuracy and content by the city's transportation consultant prior to its acceptance by the city. The cost of the review by the city's consultant shall also be borne solely by the owner/development.
- F. The TIA shall include the following items and describe the methodology, practices, and principles utilized in determining the findings:
  1. *Existing conditions.*
    - a. *General site description.* A detailed description of the proposed development including site location, type of development, projected construction completion dates and phasing. This section shall also provide a description of the roadway network for the area under study, right-of-way and pavement widths, signal locations and signage.
    - b. *Discussion of standards and analysis techniques.* A detailed discussion of the proposed analysis methodology including intersection analysis, roadway capacities and service volumes.
    - c. *Analysis of existing conditions.* For all roadways and intersections within the subject area, the existing average daily traffic and peak-hour traffic volume shall be reported and roadway link analysis and intersection analysis provided.
    - d. *Planned/programmed improvements.* The analysis should indicate any planned or programmed transportation improvements stated for the surrounding transportation network. A programmed improvement is one that has some type of funding attached to it and is contained in a work program. A planned improvement is usually found in an area-wide transportation plan or comprehensive plan but does not have funding attached to the improvements. The analysis shall indicate what programmed improvements are assumed in the analysis.
  2. *Projected traffic characteristics.*
    - a. *Statement of project's trip generation characteristics.* The analysis should indicate the project's trip generation characteristics in terms of daily and peak-hour generation. Full documentation shall be provided if the rate utilized is other than the most recent ITE Trip Generation Manual.
    - b. *Statement of ambient traffic.* The analysis shall indicate the ambient (background) traffic on the adjacent roadway network. Anticipated traffic volume generated from recently approved developments should be included in the background projections. All growth factors require documentation and justification.
    - c. *Statement of trip distribution and assignment.* The analysis should provide projected trip distribution, with appropriate justification and documentation. Project traffic shall be assigned to the adjacent transportation network according to the trip distribution. Project traffic shall be superimposed over background volumes with totals indicated in the appropriate format.
  3. *Analysis of transportation impacts.*

- a. Roadway network impact. An analysis shall be made of the impact of the proposed development on roadways and intersections within the primary impact area. The levels of service indicated in the traffic element of the city's comprehensive plan shall be utilized.
  - b. The analysis shall indicate the project's impact to the critical intersection(s) within the primary impact area.
4. *Conclusions and recommendations.* The report shall contain recommended improvements and mitigating measures made necessary by the proposed development including but not limited to:
- a. Road widening.
  - b. Provision of turning, acceleration and deceleration lanes.
  - c. Signalization.
  - d. Regulation signage.
  - e. New roadway construction.
5. [*Use of TIA.*] The TIA will be utilized in the following ways:
- a. Determination of access improvement requirements.
  - b. Determination of near-site improvement requirements.
  - c. Determination of on-site improvement requirements.
  - d. Verification of compliance with the city's comprehensive plan.

(Ord. No. 1720, § 1, 12-1-04)

**Cross reference**— *Streets, sidewalks and other public places, ch. 70; traffic and motor vehicles, ch. 78.*